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**T BANK LIMITED**

**POST BOX: 631**

**HEAD OFFICE: THIMPHU**

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**TERMS OF REFERENCE**

<b>Job holder name:</b>	<b>Designation:</b> Legal Officer
<b>Job grade:</b> Assistant Manager	<b>Directly reports to:</b> Head, Legal Division

**Job purpose** {define the key aspects of the role briefly – why does the job exist?}

To provide sound advice on legal & compliance aspects. To contribute in the development process of Bank's policies, procedures and controls at various levels through input of legal advice. Represent the Bank in litigation, arbitration, or other administrative or legal proceedings. To ensure legal security for implementation of functions of the Bank, ensure rights of Bank clients, protect from possible risks of banking system and direct activities towards creation of convenient legal environment for long term and stable activities.

**Key responsibilities** {define the key responsibilities of the job}

1. Standardize all legal briefs submitted to the Courts.
2. Review all legal documents.
3. Ensure proper and full compliance with all Acts and Regulations of the Country.
4. Represent the Bank in the Court of Law.
5. Implement on time the compact signed with the Legal Division.
6. Study all the provisions of relevant laws.
7. Make recoveries and seize properties as directed by the courts on time.
8. Represent the Bank in lawful negotiations and dispute resolutions.
9. Review, translate and interpret the legal documents.
10. Responsible to meet the recovery target assigned with and closure of the cases assigned.
11. Seize and auction mortgaged properties as per Court order.
12. Review all the forms and legal documents.
13. Any other duties that may be assigned by the supervisor/Management.

**Areas of contribution** {define the key areas of performance measurement}

Meeting the target of the company and closure of all cases forwarded to the Legal Division. Reduction of cases in ADR. Monitoring and implementing Court judgments with the Legal Division and the branch offices.

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***“Your Personal Bank”***

**HEAD OFFICE** - TCC Complex Building, Opposite to Hotel TajTashi, Samten Lam, Thimphu, Bhutan

Phone: (+ 975-2) 77103077/77117663/77117664, 337282/283/284, Fax: 975-(2)336236

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**Authorities & decision making** {define the key authorities implicit to the job **but not financial responsibilities**}

Represent the Bank in the Courts as per the Power of Attorney.

**Experience & knowledge required** {define the experience & knowledge required to do the job well}

**Qualification:** Minimum Qualification of LL.B (with a minimum of 50%) from the University recognized by Bhutan Accreditation Council with Post Graduate Diploma in National Legal Studies (PGDNL) and Bar Council Certificate. Minimum of 55% in Class XII and X.  
**Experience:** Fresh.  
**Skills required:** Excellent verbal & written communication skills in English & Dzongkha, excellent analytical & problem resolution skills and adequate knowledge of Banking laws and Legal System in the country. Sound knowledge of lending practices, collaterals, securities, mortgages, etc....

**Complexity & judgment** {define the job complexities & areas where judgment by jobholder is vital}

Ability to deal with inconsistent court judgments, dealing with willful and difficult defaulters and untraceable defaulters/guarantors and collaterals.

**Approvals** {signatures in this section denote agreement to the job description}

Designation	Signature	Date
Job Holder		
Immediate supervisor		
Human Resources		

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